

**Community Preservation Act Committee (CPAC)**  
**Meeting Minutes**  
**Thursday, January 5, 2012**

The meeting was called to order at 7:01 pm by Peter Jessop, Chair, in the First Floor Meeting Room at Town Hall.

**COMMITTEE MEMBERS IN ATTENDANCE:**

Sandra Anderson, Marilyn Blaustein, Paris Boice, Lynda Faye, Michael Jacques, Peter Jessop, Ellen Kosmer, Mary Streeter

**COMMITTEE MEMBERS ABSENT:**

Stan Ziomek

**STAFF IN ATTENDANCE:**

Sonia Aldrich, Diana Stein, David Ziomek

**OTHERS IN ATTENDANCE:**

**AGENDA:**

- Review proposals and come up with a list of questions
- Schedule presentations
- Approve any minutes

**DISCUSSION:**

**Review Proposals and come up with a list of questions:**

Opening Comments:

- Committee members have gone over all of the proposals in detail and will spend time generating a list of questions.
- The detailed list of questions generated tonight will be circulated to the presenters so that when they make their presentations they can address all of the questions that may be of concern to us.

Review of Preliminary Draft FY2013 CPA Proposals at a Glance:

- Clarification of available funds and debt service: There is approximately \$546,365.08 available for FY2013 in Estimated Funds. The Previously Obligated Debt Service FY2013 is approximately \$171,084.00.
- Money that was appropriated last year for Amherst Housing Authority, \$47,250, may not be paid in FY2012 and may be added on to Estimated Funds available for New Projects.
- Almost twice as much in proposal requests than we have available for projects.

- There are some larger projects to consider; Affordable Housing, Historical Preservation, Open Space, and Hampshire County Court House.
- Take a look at Preliminary Draft FY2013 CPA Proposals and create a list of questions that we would like to know about projects so presenters can address all of our concerns.

## **Questions:**

### **HAP-**

- Is this money that you need at one point or could this be a part of something that could be bonded over a period of time?
- Is it a one-time request or will you be coming back for more?
- How crucial is this to you in terms of actually getting the project going?
- Is CPA funding essential?
- How real is this number?
- Would you be happy with a lower amount?
- What are the details of how the funding is being used?
- If you don't get it, what happens? What are the implications?
- CPAC would like a presentation on finances and timeline for the project.
- If you are not successful in your tax credit application, what happens?
- What is the true minimum amount that would influence others to lend?
- Where is the project at now in regards to the work already completed? How is the current work being funded?
- Do you anticipate having to come back for future CPA funding?
- Do you understand the restrictions associated with receiving funds?

### **Habitat-**

- What do you expect to build the house for (monetary amount)?
- What do you expect to sell the house for?
- What is the typical amount that homeowners are expected to pay for taxes once they purchase the house?
- What kind of work may be necessary to do on the lot before they can build?
- Do you anticipate having to come back for future CPA funding?
- Do you understand the restrictions associated with receiving funds?

### **Comments:**

- CPAC wants to know if the Conservation Commission has allowed the site to be built upon before going forward.
- It should be very clear that this will be placed on the subsidized housing inventory, current language is not very strong.

### **Little Red Schoolhouse-**

- Do you have land?
- Do you have permission to move the building?
- How will the program be funded in the future?
- Will the program be more available to the residents of the Town of Amherst in the future? Who will have access to the program at the Little Red

#### Schoolhouse?

- What are the actual estimates from movers? Provide copies of estimates.
- How likely will you be able to continue as a school in the future?
- Do you anticipate having to come back for future CPA funding?
- Do you understand the restrictions associated with receiving funds?
- What is the actual timeline?
- Would it still be helpful to receive funding at a later date?
- Is there someone from the college to say that they “support” this project?
- What’s the update on other sources of funding?
- How do you see this serving the overall population of Amherst as a valuable project?

#### Comments:

- CPAC would like to know the Historical Commission rankings on proposed projects. The rankings from Historical Commission will be done at their next meeting.
- Is this a project CPAC could or would potentially revisit in the fall?

#### West Cemetery Fence-

- What maintenance plan will be in place? (CPAC raised some questions about past maintenance)
- Who was the consultant that made the initial estimate?
- Who will be responsible for actually completing the work?
- How is the discrepancy between initial estimate and actual cost going to be looked at and solved?
- Can the expert/consultant come up with a recommended maintenance plan for the town to follow?
- CPAC would like a presentation on finances and timeline for the project.
- What other sources of funding are you seeking or what other sources are available?
- Do you anticipate having to come back for future CPA funding?
- Do you understand the restrictions associated with receiving funds?

#### Comments:

- List of questions has already been communicated to the Historical Commission. Lynda will send the list via email to Paris to be included in the minutes.
- Here are the questions that the CPAC had requested the Historical Commission address at our meeting on February 2nd.
  - 1. Where did the mix-up with the \$21,040 originate? What did that money actually get used for? Include documentation
  - 1.a. What is the EXACT amount needed and exactly how was the first allocation spent. And, what caused the discrepancy?
  - 2. Can we take money from other projects, like the Writer's Walk signage, and use it for the fence restoration?
  - 3. Is there private funding available for the fence? What about the Dickinson Foundation, etc?

- 4. Please bring the previous information plus visuals of the fence and what needs to be completed to the next meeting.
- 5. What maintenance plan would be in place for the future?  
Prefer a plan by created by the consultant.

#### **Amherst Historical Society Repairs and Database-**

- CPAC would like to see detailed quotes from contractors.
- Do all parts of the proposal qualify for CPA funds or are they just routine maintenance?
- Are they leveraging any other sources of funding?
- Has this been presented to and/or supported by the Historical Commission?
- Provide updates on previous CPA funds used.
- Will they need future funding? What is their plan for use of future CPA funds?
- Do you anticipate having to come back for future CPA funding?
- Do you understand the restrictions associated with receiving funds?

#### **Hampshire County Courthouse Renovation-**

- Not recommended by Historical Commission
- CPAC will not likely be supporting this project, but the committee would like to wait for public comment during the public hearing on February 16<sup>th</sup>.
- Peter will contact the applicants and let them know how CPAC will likely vote on this proposal.

#### **Previously obligated Debt Service- Town masonry**

- No questions

#### **New Open Space Requests-**

- What are you using the money for? Provide a detailed outline of funds and projects.
- Will the land be near village centers and how does that fit in with and/or compliment the master plan?
- Do you anticipate having to come back for future CPA funding?
- Do you understand the restrictions associated with receiving funds?

#### **Comments:**

- David Ziomek stated that he would update the committee on previous Open Space projects funded by the CPA on the night of presentations.
- A number of Open Space projects have started to develop over the past four months.
- Update on Cole property and past projects was given by David Ziomek
- Some projects may need to wait until fall to apply for funding.
- Mitigation and compensation for 575 South East St. update
  - Extension on mitigation (land)
    - In the process of fulfilling this obligation (10 acres)
  - Compensation amount has been paid.

**Previously obligated Debt Service- Plum Brook**

- CPAC would like an update on this project and on how funds have been used.

**Multi-Category Requests-****Previously obligated Debt Service- Hawthorne Farm**

- CPAC would like an update on this project.

**CPAC administrative expenses-**

- \$1,500 specified for Community Preservation Coalition Dues
- Are there other expenses that we should be paying for?
- Should we increase administrative expenses to something like \$2,000 or 2,500 to cover things like advertisements for public hearings?
- Should we set aside money to go towards banners/signs to demonstrate which projects in town are funded by CPA? \*Think about this for the next meeting.

**Undesignated amount to reserve-**

- Is there an amount that we would like to set aside? \*Think about this for the next meeting.
- Do we want to designate funds to be spent in the fall?
  - We would need to vote a budgeted reserve. \*Think about this for the next meeting. Revisit once we get more information about various requests.

**Schedule Presentations:**

- The next meeting will be Thursday, January 19<sup>th</sup>, 2012 at 7:00 in the Town Room, Town Hall.
  - Mary, vice chair, will be running the meeting, as Peter will not be able to attend.
  - During this meeting, we will hear presentations from proposals in the categories of Affordable Housing and Recreation.
  - Hampshire County Courthouse will also be presented during this meeting
- Open Space and Historical project proposals will be heard during the February 2<sup>nd</sup> meeting.

Mike left meeting at 8:10pm

**Minutes:**

Corrections from December 15<sup>th</sup> minutes:

- Next meetings section did not mention February 2<sup>nd</sup> meeting, edit will be made.

**MOTION:**

A motion was made by Ellen, Seconded by Mary, to accept minutes from December 15<sup>th</sup>, 2011

**VOTED:**

6 in favor, 1 abstention (S. Anderson), 1 absent (S. Ziomek)

**Adjournment:****MOTION:**

A motion was made by Sandy, Seconded by Mary, to adjourn at 8:16 pm.

**VOTED:**

Unanimously

**NEXT MEETINGS:**

Our next meeting will be Thursday, January 19, 2012 at 7:00 in the Town Room, Town Hall. Additional meetings are scheduled for Jan. 19, Feb. 2, Feb. 16, and March 15, and April 19. See table below.

January 19 <sup>th</sup> , 2012	Recreation and Affordable Housing Presentations
February 2 <sup>nd</sup> , 2012	Open Space and Historical Presentations
February 16 <sup>th</sup> , 2012	Public Hearing at 7pm, with Meeting to Follow
March 15 <sup>th</sup> , 2012	Vote on Projects
April 19 <sup>th</sup> , 2012	Decide whose addressing issues/presenting at Town Meeting

**DOCUMENTS DISTRIBUTED**

- Agenda- January 5<sup>th</sup>, 2012
- Preliminary Draft FY2013 CPA Proposals at a Glance
- The Chronicle of Higher Education-  
Letter to the Editor, Amherst College Decision Threatens School on its Campus
- Daily Hampshire Gazette-  
Courthouse Repair Plan Meets Skepticism in Amherst

Submitted by Paris Boice

Approved January 19, 2012